

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

INTERNAL AUDITOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of professional duties related to the internal audits of the financial and operational efficiency and effectiveness of various programs, policies and procedures throughout City divisions and departments; and to examine reports, records, and books to determine compliance with applicable ordinances, regulations, and contracts, as well as the application of the City's mission and values

Supervision Received and Exercised:

Receives direction from the Internal Audit Director. May provide functional and technical support to less experienced staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Perform a wide variety of duties involved in the internal audits of departments, divisions and programs to determine legal and financial compliance and operational and program efficiency and effectiveness; examine departmental accounts and reports to determine compliance with applicable ordinances, regulations, and contracts.
- Perform audits of various City departments, programs and systems to determine effectiveness of programs and that appropriate security measures are in place; audit books and records of concessionaires working under agreement with the City.
- Review departments' and divisions' policies and procedures for their application of the City's mission and values.
- Performs a wide variety of management studies and consulting projects under the direction of the Internal Audit Director.

CITY OF TEMPE

Internal Auditor (continued)

- Determine violations and non-compliance; detect and explain significant account irregularities; recommend effective corrective measures.
- Recommend City resources available to departments and divisions to facilitate implementation of improved practices and policies.
- Prepare formal written audit reports to included findings and recommendations for the correction of operational deficiencies, procedures and practices.
- Attend and participate in a variety of meetings as necessary and perform related duties as assigned

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible internal auditing or public accounting experience, including financial or performance auditing experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or auditing or a related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 2062

Salary Range: 36

Compensation Plan: P40 / Regular

FLSA: Exempt